

**Town of Lebanon
Job Description**

Recording Secretary

GENERAL STATEMENT OF DUTIES:

Provide transcription services to the Board of Finance meetings.

SUPERVISION RECEIVED: Work under supervision of the Chairman of the Board of Finance.

ESSENTIAL DUTIES:

1. Attend and take minutes of all regularly scheduled Board of Finance (BoF) Meetings and occasionally special meetings as requested.
2. Draft minutes of meeting and email minutes to a designated member of the BoF and the Finance Director for their review and comment.
3. Modify minutes as appropriate.
4. Submit final minutes to a designated member of the BoF.
5. In accordance with state requirements, final minutes shall also be submitted to the Town Clerk in accordance with current protocol.
6. The Recording Secretary shall work with the BoF designee to meet the state requirements.

COMPENSATION:

1. Compensation will be \$75.00 per meeting for the recording, drafting, modifying and posting of minutes.
2. The length of meetings vary and so the time involved each month will vary.
3. If a meeting is cancelled with prior notice from the BoF or due to weather, no fee will be paid.
4. If the meeting is cancelled due to a lack of quorum then a fee of \$25.00 will be paid. Note that in this instance, the minutes will still be produced and processed stating who was in attendance and that the meeting was cancelled due to lack of quorum.
5. Either party may terminate a transcription services agreement with 30 days of notice for any reason.

KNOWLEDGES, ABILITIES AND SKILLS:

1. Moderate knowledge of municipal or financial operations;
2. Ability to work independently with a minimum of supervision;
3. Proficient with computers and skilled in the use of Internet, email and Microsoft Word;
4. Strong clerical skills including accuracy and attention to detail.
5. Able to meet schedules and deadlines in accordance with state and local requirements.
6. Good interpersonal skills.

EDUCATION AND EXPERIENCE:

1. High School Graduate or equivalent supplemented by clerical and computer training;
2. One year of related experience and/or training or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

1. Must be able to sit, talk, see, and hear for extended periods of time and able to handle objects and standard keyboards.
2. Must be able to lift and move objects weighing up to 10 pounds;
3. Ability to drive and maintain a valid Connecticut driver's license.